Approved For Release 2001/07/12: CIA-RDF78-043-4A000100080006-6 OFFICE OF TRAINING

Operations School Headquarters Training

RECORDS OFFICERS COURSE (ROC)

2 - 4 October 1961

OBJECTIVES

- 1. To give an appreciation of the Agency's CS mission.
- 2. To describe the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
- 3. To emphasize the importance of records and proper records management in the successful performance of the stated mission.
- 4. To increase awareness of the inter-relationships between the CS mission and records; to sharpen judgment in the handling and disposition of records; and to improve performance of records officers.

Room 118 - Bldg. 25X1A6d
Chief Instructor

25X1A9a

Extension 3852

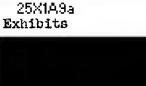
Approved For Release 2001/07/12 : CIA-RDP78-04314A000100080006-6

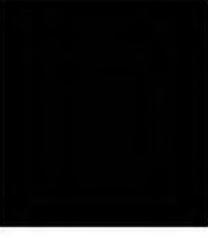
Monday, 2 Oct	ober 1961	25X1A9a
0830 - 0900	Administration	
0900 - 0950	Records Management Functions	
1000 - 1200	Introduction to Creation and Proce of CS Records	essing
	A. Opening, amending and closing project files	of
	B. Modification of and changes or index cards	1
	C. Processing of sensitive mater:	lals
1300 - 1450	Introduction to Maintenance and Di of CS Records	lsposition
	A. Opening, amending, closing and consolidation of 201 dossiers	
	B. Destruction of index cards, do and entire files	ocuments
1500 - 1550	Seminar	
1600 - 1700	Study Period 25X1A	Records Instructions and Notices

Approved For Release 2001/07/12 : CIA-RDP78-04314A000100080006-6

Tuesday,	3	October	1961
and the second name of the second	_		

0830 - 0900	Study Period
0900 - 1050	Inter-relationship between CS Mission and CS Records
1100 - 1200	Study Period
1300 - 1350	Misunderstandings of Destruction Process
1400 - 1550	Critique of Exhibits
1600 - 1700	Presentation and Explanation of Destruction Manual





25X1A

Wednesday, 4 October 1961

0830 - 0900	Study Period
0900 - 1000	The Impact of Current Procedures on Future Records System
1010 - 1200	Panel Discussion



1300 - 1500 Course Critique and Administration